

MICHIGAN DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE 05/05/1980	NUMBER 05.04.102
SUBJECT SAFETY GLASSES		SUPERSEDES PD-BSI-24.03	
		AUTHORITY 04.03.101 - Job Safety--Institutions; 04.06.165 - Dentures and Eyeglasses for Residents; 01.01.110 - Correctional Facilities Admin.	
		ACA STANDARDS NONE	
		PAGE 1 OF 3	

POLICY STATEMENT:

To provide the method and means to protect the eyes and sight of anyone entering into any Michigan State Industries factory building.

POLICY:

- A. General: As a Division of State Government, the Bureau of Michigan State Industries must comply with the requirements of other State departments within their scope of authority, including full compliance with the Department of Labor, MIOSHA and OSHA recommendations for safety devices and practices.
- B. Every individual entering any Michigan State Industries factory building during operating hours shall be required to wear industrial standard safety glasses or goggles. This includes:
 1. Resident employees of Michigan State Industries.
 2. Civilian employees of Michigan State Industries.
 3. Civilian employees of the State Prison of Southern Michigan.
 4. All visitors.
- C. Industrial safety glasses are defined as having a minimum hardened thickness of 3.0 mils as opposed to what is referred to as "dress hardened" with a hardened thickness of 2.2 mils to which standard eye glasses are processed according to Federal safety regulations. These safety glasses or goggles must be worn at all times while within the factory building except while within any enclosed office area within the building. There shall be no exceptions.
- D. Factory superintendents shall require all their assistants and supervisors to strictly enforce the wearing of safety glasses or goggles at all times by everyone entering their area of responsibility.
- E. Supervisors shall be constantly on the alert for potential situations where individuals may be exposed to the possibility of foreign bodies entering the eye, or other types of injury to the eye, and implement actions to reduce and/or eliminate the situation as soon as possible.
- F. Residents: All resident employees shall be provided Form (MSI-99), Exhibit "A" attached, which states that the employee has received a pair of safety glasses or goggles or already has a pair of industrial type safety prescription glasses. This form also states that the employee understands these safety glasses or goggles must be worn at all times while on the assignment (except in office areas as stated above); that loss, destruction, or failure to return the safety glasses or goggles when leaving the assignment will result in the employee having to pay for the value of the glasses or goggles by having that amount deducted from his/her account with the Institution Accounting Section.
- G. The resident will be requested to sign Form (MSI-99) after having read the form, or having the text of the form read to him/her if necessary, indicating receipt of a pair of safety glasses or goggles, or that previously owned prescription glasses are hardened to industrial safety (3.0 mils) and also of the

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 05/05/1980	NUMBER 05.04.102	PAGE 2 OF 3
-----------------------------------	------------------------------	---------------------	-------------

conditions of the employee's responsibility for those glasses.

- H. Any resident refusing to read or listen to the wording of the form, or to sign the form, shall be removed from the assignment in conformance with 03.03.100.
- I. All resident employees, except those already owning industrial standard prescription glasses, shall receive a pair of safety glasses or safety goggles when employed by any assignment in any factory building. These safety glasses or goggles shall be the responsibility of the resident to wear and then keep in his/her possession when not working on the assignment.
- J. Residents on, or coming on, the assignment wearing prescription glasses not hardened to industrial standard (3.0 mils) shall be required to wear safety goggles over the prescription eye glasses until such time as they obtain and wear eye glasses which are hardened to the industrial standard.
- K. Residents who break or damage their safety glasses or goggles while working on their assignments shall have them replaced by Michigan State Industries at no charge.
- L. Any resident wearing approved prescription safety glasses who has those glasses broken shall be required to wear regular issue safety glasses or goggles until the broken glasses can be repaired or replaced. Should the employee be unable to work without wearing prescription glasses, the employee will be laid in until the glasses are repaired or replaced. Any resident breaking their safety glasses while working on the assignment will be paid while laid in until the glasses are repaired or replaced.
- M. Unless a resident elects to purchase his/her own safety prescription glasses or safety goggles, they will be ordered by Michigan State Industries to the industrial standard through approved vendors only at the lowest price which satisfies medical requirements. All replacements will be from State approved vendors at State issue prices and styles.
- N. The cost of replacement of prescription safety glasses will be borne by Michigan State Industries when there is a change in medical prescription as determined by examination by an optometrist or ophthalmologist.
- O. Supervision shall advise any resident observed not wearing safety glasses, or similar safety devices as required, to put them on and keep them on.
- P. Repetitive such incidents shall be documented with three such occurrences within any continuous 20 workday period being cause for removal of the resident from assignment by "OO."
- Q. Any resident who refuses a direct order to wear safety glasses, etc., shall be removed from the assignment in conformance with 03.03.105, "Prisoner Disciplinary Policy."
- R. Residents engaged in any activity with a high risk of getting foreign bodies or other materials in their eyes shall be required to wear safety goggles, or face shields, or side shields on their prescription safety glasses as determined by the situation and supervision.
- S. Michigan State Industries Civilian Supervision and Administrative Staff: All MSI civilians will be required to wear appropriate type safety glasses under the same guidelines as defined above in this policy for resident employees.
- T. Civilian supervisors requiring prescription safety glasses will be required to pay for their examination by an optometrist or ophthalmologist. Michigan State Industries will pay for the frame and lens if purchased by Michigan State Industries through State approved vendors at State issue prices and styles.
- U. Civilian administrative staff members will not be reimbursed for prescription safety glasses unless in the performance of the responsibilities of their position they are required to frequently and/or for reasonably

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 05/05/1980	NUMBER 05.04.102	PAGE 3 OF 3
-----------------------------------	------------------------------	---------------------	-------------

long periods of time be on the factory floor rather than in factory offices. Each such case will be evaluated individually by the Industries manager.

- V. Michigan State Industries will not pay for tinting of prescription safety glasses unless tinting is prescribed by the optometrist or ophthalmologist as being required.
- W. Bifocals and trifocals, when provided by Michigan State Industries, will be supplied in standard grind only. Charges for "executive" or any other special "not actually required" grind will be the responsibility of the individual and will not be paid by Michigan State Industries.
- X. Visitors to Michigan State Industries' Factories: All visitors to any Michigan State Industries factory will be required to wear appropriate type safety glasses under the same guidelines as defined above in the policy for resident employees.
- Y. Each factory or assignment superintendent shall maintain an adequate supply of safety glasses and safety equipment to be provided to any visitor who have not already been provided with such items or have them already in their possession.
- Z. Every visitor must be advised by the individual factory or assignment superintendent or member of supervision of the requirement to wear safety glasses while in the factory and then provide such safety glasses if needed.
- AA. Should any visitor take issue with, or refuse to wear the safety glasses, the superintendent should immediately notify the Industries manager of the problem. The individuals should be refused entrance to the factory. The Industries manager will advise the superintendent how to proceed.
- BB. It is the responsibility of the factory superintendents to retrieve any safety glasses or other safety devices provided visitors to his factory or assignment when these visitors are exiting the premise.
- CC. Any visitors who are being escorted through a factory or factories by a member of the administrative office staff shall be advised that safety glasses are required in the factories and provide glasses to those individuals who need them. Since an administrative staff member will be expected to escort these same visitors through the various areas they might be visiting, it is the responsibility of that same individual to secure the return of these safety glasses after the visit is terminated.
- DD. Institution Security, Custody or Administrative Personnel: Institution security, custody or administrative personnel will be required to wear the appropriate type safety glasses under the same guidelines as provided above for the visitors to Michigan State Industries' factories. The only exception shall be in cases of emergency or security situations where fast action is required.

FWB:OPH:04/08/80